Wilkes County Schools
FAMILIES IN TRANSITION (FIT) LIAISON

Nature of Work
The Families in Transition Liaison will work in partnership with school staff and community partners to support students and their families who are in periods of transition, such as those experiencing homelessness or being involved with foster care through child welfare organizations. Utilizing leadership, advocacy, and collaboration, the Families in Transition Liaison will promote student growth and achievement by providing services that strengthen home, school, and community partnerships and eliminate barriers to school and life success.

Duties and Responsibilities
- Collaborates with the Director of Student Services to provide technical and compliance support to schools and community agencies regarding the education and support of children experiencing homelessness or in foster care
- Coordinates with district Student Instructional Support Personnel to develop and deliver programming and services for children and families in the populations served
- Assures that children and youth experiencing homelessness or involved in foster care will have stability in school and will receive specialized services when eligible
- Collaborates with community agencies providing services to the populations served
- Develops student identification processes and prepares data for required annual state and federal data collection
- Works collaboratively with the Director of Student Services to respond to and resolve difficult and sensitive inquiries and complaints regarding McKinney-Vento and foster care compliance issues
- Interprets and monitors compliance with Federal and State laws, rules and regulations for the McKinney-Vento Homeless Act, the Fostering Connections Act, and related areas of the Every Student Succeeds Act (ESSA); provides written guidance as appropriate
- Conducts needs assessments in the evaluation of district programs or services and develops improvement plans in collaboration with other school and district leadership
- Assists in the preparation and management of budgets and grants
- Advocates in the community to reduce stigma towards children/families experiencing homelessness or foster care
- Leverages all local, state, or federal resources to meet the needs of populations served
- Provides appropriate training and professional development relative to the education and support of children experiencing homelessness or in foster care
- Participates on school system and community committees as required; attends and participates in professional groups and committees, as appropriate
- Provides timely, accurate and responsive support to families, schools, programs, and other departments
- Acts to upgrade own professional knowledge and skills.
- Performs related duties as assigned by the Director of Student Services
Minimum Training and Experience

Bachelor’s degree or higher in social work, with school social work licensure and experience preferred

Minimum of 3-5 years of professional experience in education or social work

Ability to work effectively with multiple teams to include district and school administrators, teachers, instructional support staff, students, and families

Excellent oral, written, and interpersonal communication skills

Essential Job Functions

- Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people, or things.
- Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc.
- Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.
- Completes random moment in time studies as required by MAC program guidelines.

Knowledge, Skills, and Abilities

The Families in Transition Liaison should understand and be competent in the following areas: assessment and screening, counseling and leading support groups, crisis intervention, advocacy, home-school-community collaboration, networking partnerships with community agencies/organizations, family engagement, program resource/policy development, systems change to improve learning outcomes, and support services.

Reports to: Director of Student Services
FSLA Status: Exempt

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be
interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to fulfill the requirements of this job.